

RAY TOWNSHIP BOARD OF TRUSTEES  
MEETING MINUTES  
TUESDAY, AUGUST 15, 2023 AT 7:00 P.M.  
PAGE 1 of 5

Location: Ray Township Hall  
64255 Wolcott, Ray, MI 48096

Present: Joe Jarzyna, Supervisor  
Lori Lascoe, Clerk  
Betsy Bart, Treasurer  
Betty Grader, Trustee  
Doug Stier, Trustee

Absent: None

Also Present: 11 residents

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES & ROLL CALL.  
Supervisor Jarzyna called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited. Clerk Lascoe called roll; Jarzyna, Lascoe, Bart, Grader and Stier.
2. APPROVAL OF AGENDA  
Clerk Lascoe added agenda item 3.b. Correspondence from the Ray Township Public Library Board 3.c. Correspondence from Consumers Energy Field Flaring Event Notification and agenda item 10. h. Ray Township Public Library Special Event  
**MOTION by Stier supported by Grader to approve the agenda as amended.**  
**MOTION carried.**
3. CORRESPONDENCE:
  - a. BS&A Software
  - b. Ray Township Public Library Board
  - c. Consumers Energy Field Flaring Event Notification

Lascoe stated the correspondence from BS&A Software has indicated an increase for record lookups will be \$6.00 per search starting September 5, 2023. Further explained residents can look up their own taxes for free but to look up another property owner's taxes they would be charged \$6.00 per search, or they can utilize the computer in the lobby for no charge.

b. Ray Township Public Library Board  
Lascoe stated the Supervisor sent an email requesting the Ray Township Public Library Board to consider changing their meeting date to a different week since generally their meeting is the day before the Township Boards, which requires the Accountant to have all bills to be ready to both Boards at the same time. The Library Board correspondence stated not all members were in attendance at their July 19<sup>th</sup>, 2023 meeting and the item was tabled.

c. Consumers Energy  
Lascoe stated Consumers Energy will be doing routine maintenance, some pressurized natural gas will rise from the open wells and the excess natural gas will be burned off in a control manner at the North Avenue and 31 Mile Road area on August 15<sup>th</sup> and 16<sup>th</sup>, 2023. Further stated she forwarded the email to the Fire Chief.  
**MOTION by Grader supported by Stier to receive and file the correspondences.**  
**MOTION carried.**
4. PUBLIC COMMENTS: - For Agenda Items  
There were no public comments.
5. APPROVAL OF MINUTES – July 18, 2023  
**MOTION by Bart supported by Stier to approve the meeting minutes for July 18, 2023.**  
**MOTION carried.**

6. APPROVAL OF BILLS LIST

Treasurer Bart stated on page 4 of the bills list the vendor should be Progressive Siding instead of Progressive Medical International. She stated the bills list includes \$14,335.95 of bonds to be returned, payroll of \$53,407.25 and the total is \$140,634.02.

Lascoe stated the building fund also has an additional \$3,000.00 of bond returns.

**MOTION by Stier supported by Lascoe to approve the bills lists of \$140,634.02 as presented.  
MOTION carried.**

7. OFFICER'S REPORTS

- a. Supervisor Jarzyna stated the limestone projects have been completed for Omo and Hartway. He stated the driveways have been adjusted by the Road Commission due to the road grade changes.

Jarzyna reported the phragmite spraying will be done the week of September 5<sup>th</sup> – 12<sup>th</sup>, 2023. Phragmite spraying is a matching program with the Road Commission. The Townships share is \$4,700.00.

- b. Clerk Lascoe reported the Planning Commission did not have a meeting in August.

Lascoe stated the voters of the State of Michigan approved Proposal 22-2, for Early Voting for State and Federal Elections and the Township Board will be required to adopt a Resolution for the 9-days of Early Voting. She reported Ray Township just had 861 voters that voted in favor of early voting. She stated the County has indicated they will not provide an Early Voting center and municipalities have the option of having a municipal/municipal agreement or be a sole early voting center. She stated she is researching all options for the Township to alleviate some of the costs. She stated the Township has four voting tabulators and one is an extra in case a machine would go down on election day, which could be the early voting tabulator. She stated she would leave it up to the Board if they wanted to purchase another tabulator so there would be an extra tabulator. She stated she is researching options with other municipalities to share the cost. Further stated she will be attending a County Clerks Association meeting on Thursday and the agenda includes early voting.

- c. Treasurer Bart reported the last day for summer taxes is Thursday, September 14<sup>th</sup>, 2023. The Treasurers office will be open until 5:00 p.m. to collect taxes on the last day.

Bart announced the next movie in the park will be Thursday, August 24<sup>th</sup>, 2023 at 6:00 p.m. with bounce house, live music by True Blue, food and ice cream trucks with Back to the Future movie starting at dusk with free popcorn.

- d. Trustee Stier had nothing to report.

Trustee Grader stated many neighbors have indicated they are surprised how well the four-way stop at the intersections of 27 Mile and Romeo Plank Roads is working.

Stier asked Chief Hoskin if there have been any accidents at the intersection since the four-way stop has been installed.

Chief Hoskin stated there have been no accidents at 27 Mile and Romeo Plank since the four-way stops have been installed.

**MOTION by Grader supported by Lascoe to receive and file the Officers Reports.  
MOTION carried.**

8. DEPARTMENT REQUEST/REPORTS

Supervisor Jarzyna read each department report.

- a. Assessing Report-no report provided.  
b. Budget Report

- c. Building Department
- d. Fire Department Report
- e. Library Report- no report provided.
- f. Recreation Report
- g. Senior Report
- h. SMART/Richmond Lenox EMS Report

**MOTION by Bart supported by Lascoe to receive and file the July 2023 Department Reports.  
MOTION carried.**

9. UNFINISHED BUSINESS – None.

10. NEW BUSINESS

- a. Award Bid for new driveway for Fire Department – AEW Project No. 006-0158  
Jarzyna stated the bid opening was held on Tuesday, August 10<sup>th</sup>, 2023 at 10:00 a.m. Further asked the Clerk to read the submitted bids into the record.

Lascoe reported eight bids were received by 10:00 a.m. and they were opened in the order they were received. The submitted bids were as follows:

1) JSS-Macomb, LLC – bid amount	\$197,513.61
2) Erth-Con Excavating Inc.	\$170,333.75
3) Delta Concrete & Industrial Contracting	\$264,923.00
4) Dalco Services, LLC	\$156,987.47
5) Radich Construction LLC	\$324,368.00
6) Wing Construction Inc.	\$219,555.00
7) Jacklyn Contracting LLC	\$249,400.00
8) Raymond Excavating Co	\$172,689.74

She stated the Township Engineer reviewed each bid package and Erth-Con Excavating; Inc. was rejected because the bid form was not complete.

Jarzyna reported the Township Engineer has recommended the lowest bidder, Dalco Services, LLC for \$156,987.47.

**MOTION by Stier supported by Bart to accept the recommendation of Anderson Eckstein & Westrick and award the bid to the lowest bidder, Dalco Services, LLC for project number 006-0158 for \$156,987.47 for the new driveway for the Fire Department.**

**FOR THIS MOTION: Yes: Stier, Bart, Grader, Lascoe, Jarzyna  
No: None.**

**MOTION carried.**

- b. Request to attend MI Assoc. of Municipal Clerks Education Day  
Clerk Lascoe requested to attend the Education day in Mt. Pleasant on Wednesday, August 30, 2023. She stated she would drive up on Tuesday since the class begins at 8:30 a.m. and requested lodging for the one night. She stated the cost of the registration is \$50.00.

**MOTION by Grader supported by Stier to allow the Clerk to attend the Michigan Association of Municipal Clerks Education Day on Wednesday, August 30, 2023 for the \$50.00 registration fee and \$172.33 for lodging plus mileage.**

**MOTION carried.**

- c. Request to attend MI Municipal Treasurer Fall Conference  
Treasurer Bart requested to attend the fall conference on September 24-27, 2023. She stated the conference registration fee is \$399.00 plus lodging.

**MOTION by Stier supported by Lascoe to allow the Treasurer to attend the Michigan Municipal Treasurer Fall Conference on September 24-27, 2023 for one-thousand dollars and mileage.  
MOTION carried.**

d. Request for Proposal Fire Station Addition/Renovation Project for Architectural & Engineering Services  
Supervisor Jarzyna stated AEW prepared the bid package for the project to be advertised on BidNet. He explained they plan to bid on the proposal and their logo is not on any of the documents. He stated this would begin the process for the fire station and to get an idea of the costs involved.

**MOTION by Stier supported by Lascoe to proceed with the bid package for the Request for Proposal for the Fire Station Addition/Renovation Project for Architectural & Engineering Services.  
FOR THIS MOTION: Yes: Stier, Lascoe, Bart, Grader, Jarzyna  
No: None.**

**MOTION carried.**

e. Employee Manual updates

Clerk Lascoe stated the Board has received the pages of the employee manual with the wording stricken to be deleted and the new wording is underlined. She reviewed the changes on pages 2, 8, 13, 15, 16, 17, 23, Appendix A and rescinded Appendix 3.

**MOTION by Jarzyna supported by Bart to approve the Employee Manual updates as updated by the Clerk.  
MOTION carried.**

f. Appreciation Plaque for MedStar for dispatching services

Chief Hoskin stated MedStar has been the dispatching service for Ray Township for over thirty years and to thank them for their years of service.

Chief Hoskin presented Chris with the Appreciation Plaque on behalf of Ray Township.

g. Bluewater Gas donations to Fire Department for gas monitors and extrication gloves

Chief Hoskin reported that in the last two years Bluewater Gas has donated to the Fire Department gas monitors and extrication gloves for the department. Further stated they were not able to attend the meeting this evening due to the flair off maintenance, but the Fire Department has an Appreciation Plaque.

h. Ray Township Public Library Board Special Event

Supervisor Jarzyna stated the Library requested to hold a 5K in the Township Park for the Homeless Veteran's with Library Board member, Wayne Conner on September 16<sup>th</sup>, 2023. He stated they are requesting to reschedule the event to the same day as the Township Trunk or Treat. He reported the Board also has received an email from Stephen Saph, Township Insurance Agent explaining that a hold harmless and indemnification clause in favor of the Township and clearly state the Township is not responsible for the event. Further stated the application should include all details of the event.

Library Director, Christy DeMeulenaere stated the Library is on the Townships insurance policy.

Lascoe stated Mr. Saph indicated the Library Board is a separate entity from the Township and is required to have a separate policy for any special event that would include, athletic competition or an event with animals. The entity should obtain a Special Event Liability policy that the Township as an additional insured. The liability should not be less than \$1,000,000. Further state the Township would not cover the library event.

Bart stated the activity would be the same as the baseball teams when they reserve the fields, they must submit the proof of insurance.

Jarzyna stated the application would be for any entity such as the Boy Scouts or 4-H group.

Lascoe stated Mr. Saph stated he would work with Bob Seibert on a Special Event Application to make sure the required insurance is obtained.

Grader stated then the Board could approve or deny the special event.

**MOTION by Lascoe supported by Stier to request Bob Seibert draft a Special Event Application with Steve Saph for the insurance liability for an entity to reserve the Township Park for a special event policy. MOTION carried.**

Jarzyna suggested another date to be chosen for the 5K. He recommended the Saturday prior to the Township Trunk or Treat or after.

Lascoe stated there could be a pavilion rental for either of the Saturdays mentioned.

**MOTION by Grader supported by Stier to choose another date for the 5K since the Township has Trunk or Treat on the requested date. MOTION carried.**

#### 11. PUBLIC COMMENTS

Tim Brooks, Assistant Fire Chief explained his fiancée Deloris Kiesel works for Bottle Crew and the company allows the employees to pick a place they would like to make a \$500.00 donation. He announced that Deloris chose to make the donation to the Ray Township Fire Department. He submitted the \$500.00 donation check to Treasurer Bart and stated the funds should go towards the purchase of water rescue equipment.

#### 12. ADJOURNMENT

**MOTION by Stier supported by Grader to adjourn the meeting at 7:51 p.m. MOTION carried.**

\_\_\_\_\_  
Joe Jarzyna, Supervisor

\_\_\_\_\_  
Lori R. Lascoe, MiPMC, CMC  
Clerk  
Recording Secretary

\_\_\_\_\_  
Date